

Regular Town Board Meeting
Wednesday January 10th, 2024, 6:30 p.m.
Virtual Meeting via Zoom Meeting Portal

TOWN OF ENFIELD 2024 ORGANIZATIONAL MEETING

Meeting Link: <https://us02web.zoom.us/j/81938890600>
(For computer or smart phone)
Meeting ID: 819 3889 0600
Password: 14850

Call in Number: (646) 876-9923 (landline or cell)
For instructions for this meeting visit:
<http://townofenfield.org/virtual-board-meetings>

Regular Meeting

- Call to Order
- Privilege of the Floor- Limited to 3 minutes per speaker- including Pledge of Allegiance if you so choose (See General Guide for Procedure for information)
- Additions and Changes to the agenda
- Correspondence

Monthly Reports

County Legislator- Anne Koreman/Randy Brown
Town Supervisor's Report- Stephanie Redmond
Planning Board Report- Dan Walker
Tompkins County Council of Govts- Robert Lynch

Code Enforcement Report- Alan Teeter
Enfield Fire Company- Alan Teeter
Highway Superintendent Report- Buddy Rollins

***Consent Agenda:**

- Audit Claims
- Approval of Minutes

Business

- Discussion: Presentation from the Sustainability Coordinator for Tompkins County regarding a county-wide RFP for electric vehicle charging as a service
- Discussion: TextMyGov*
- Discussion: Courthouse Railing Repair
- Discussion: AEDs
- Resolution # _____ - 2024 Authorization for the Supervisor to Sign a Contract with Tompkins County Youth Services*
- Audit Meeting – set a date for January 17, 2024 *
- Resolution # _____ -2024 Town Board Meeting Dates*
- Resolution # _____ -2024 Department Hours*
- Resolution # _____ -2024 Town Board Regular Meeting Outline*
- Resolution # _____ -2024 General Rules for Procedure and Guidelines for Public Comment*
- Resolution # _____ -2024 Bi-Weekly Pay Periods*

- Resolution # _____-2024 Paid Holidays*
- Resolution # _____-2024 Town E-Mail Accounts*
- Resolution # _____-2024 Official Newspaper*
- Resolution # _____-2024 Code of Ethics*
- Resolution # _____-2024 Records Access Officer*
- Resolution # _____-2024 Deputy Town Supervisor*
- Resolution # _____-2024 Deputy Highway Superintendent*
- Resolution # _____-2024 Community Building Custodian*
- Resolution # _____-2024 Planning Board Clerk – no additional salary*
- Resolution # _____-2024 Code Enforcement Officer*
- Resolution # _____-2024 Court Clerk*
- Resolution # _____-2024 Deputy Town Clerk*
- Resolution # _____-2024 Second Deputy Town Clerk*
- Resolution # _____-2024 Tax Collector*
- Resolution # _____-2024 Deputy Tax Collector*
- Resolution # _____-2024 Town Bookkeeper*
- Resolution # _____-2024 Court Clerk – salary at \$15,000.00/year, paid bi-weekly*
- Resolution # _____-2024 Establishing Position of Maintenance for Buildings and Grounds*
- Resolution # _____-2024 Public Officials/Town Employees Pay Schedule*
- Resolution # _____-2024 Management of Town Website, Emails, and Hosting*
- Resolution # _____-2024 Appointment to Town of Enfield Planning Board*
- Resolution # _____-2024 Town Board Advisory Committee Representative Appointments*
- Resolution # _____-2024 Advisory Committee Appointments*
- Resolution # _____-2024 284 Highway Agreement
- Discussion: ARPA distribution*
- Discussion Subdivision Regulations

Announcements

Adjournment

*Potential Action Items

Resolution # _____ -2024 Authorization for the Supervisor to Sign a Contract with Tompkins County Youth Services

WHEREAS, Tompkins County Youth Services provides financial support for the youth summer camps run by the Enfield Community Council, therefore be it;

RESOLVED, the Enfield Town Board authorizes Supervisor Redmond to sign a contract with Tompkins County Youth Services.

TOWN OF ENFIELD 2024 ORGANIZATIONAL RESOLUTIONS

Resolution # _____-2024 Town Board Meeting Dates

RESOLVED, the regular meeting of the Enfield Town Board shall be held monthly on the 2nd Wednesday of each month, at 6:30 pm, at the Enfield Town Courthouse, 182 Enfield Main Road, Ithaca, NY 14850

Resolution # ____-2024 Department Hours

RESOLVED, the Town Board hereby establishes the work hours of the:

- Highway Department to be from 6:00 AM to 2:30 PM, Monday through Friday.
- Town Clerk to be Mon. through Thurs. from 11 AM to 4 PM
- Code Enforcement Office to be from 8:30AM to 11:00 AM Monday through Thursday and Wednesday from 5 PM to 7 PM,
- Town Court to commence at 6:00 PM on Tuesdays unless it is a holiday.
- The Court Clerk to be 4 PM to 8 PM on Tuesdays unless it is a holiday.

Resolution # _____-2024 Town Board Regular Meeting Outline

RESOLVED, the order for conducting business at the regular Town Board meetings is as follows:

Call Meeting to Order

Privilege of the Floor (Limited to 3 minutes per speaker - including Pledge of Allegiance if you so choose)

Communications

County Legislator's Report

Supervisor's Report

Highway Superintendent Report

Code Enforcement Report

Enfield Volunteer Fire Company Report

Planning Board Report

Tompkins County Council of Governments

Committee Reports: The following committee reports will be expected quarterly at March, June, September, and December Regular Town Board meetings (or more frequently as needed by the Board or Committees)

Please come prepared to give the board a report on recent issues and concerns your committee is working on as well as upcoming items of importance to Enfield:

Environmental Management Council- Peter Penniman

Enfield Community Council- Ann Rider/Robert Lynch

Tompkins County Youth Board- Lisa Monroe

Food Pantry- Jean Owens

Cayuga Lake Watershed IO- Stephanie Redmond

Tompkins Health Consortium- Stephanie Redmond

Cemetery Committee- Cassandra Hinkle

Water Protection Committee- Nancy Spero

Consent Agenda*

Business*

Announcements

Privilege of the Floor (Limited to 3 minutes per speaker)

Adjournment

RESOLVED, the order for conducting any special meetings is as follows:

Call Meeting to Order

Changes to the Agenda

Privilege of the Floor (Limited to 3 minutes per speaker - including Pledge of Allegiance if you so choose)

Consent Agenda*

Business*

Announcements

Adjournment

*Action Items

Resolution # ____-2024 General Rules for Procedure and Guidelines for Public Comment

RESOLVED, in an effort to foster an orderly meeting process, the following rules and guidelines will be used and enforced at all Town Board meetings:

GENERAL GUIDE FOR PROCEDURE

The Supervisor shall preside at meetings. In the Supervisor's absence the Deputy Supervisor shall preside. The presiding officer may debate, move and take other action that may be taken by other members of the Board. Board members are not required to rise but must be recognized by the presiding officer before making motions. A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, be called to order, according to the agreed upon purposes set forth in this resolution, they shall cease speaking until the question of order is determined by vote of the entire board. If determined to be in order, they shall be permitted to proceed.

The board commits to adhere to Resolution #2017-50, Town of Enfield Chooses Civility Resolution, in all discussions to achieve the purpose of fairness and reasonable discourse. For purposes of process, organization, and legal requirements, parliamentary procedure will guide the Town Board in its work. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained but shall require a two-thirds vote.

GUIDELINES FOR PUBLIC COMMENT

The public shall be allowed to speak only during the Public Comment / Privilege of the Floor period of the meeting or at such other time as a majority of the Board shall allow.

- Speakers may stand at their seats if they are able.
- Speakers must give their name, address and organization, if any.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to 3 minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker.
- Board members may, with the permission of the Supervisor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks shall be addressed to the Board as a body and not to any member thereof.
- Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Interested parties or their representatives may address the Board by written communication at any time.

AMENDMENTS TO THE RULES OF PROCEDURE:

The foregoing procedures may be amended from time to time by a majority vote of the Board.

Resolution # _____-2024 Paid Holidays

RESOLVED, that the Town Board hereby establishes the following paid holidays for employees. Town offices will be closed on these dates:

January 1, 2024 New Year's Day

January 15, 2024 Martin Luther King Day

February 19, 2024 President's Day

May 27, 2024 Memorial Day

June 19, 2024 Juneteenth

July 4, 2024 Independence Day

September 2, 2024 Labor Day

October 14, 2024 Columbus Day /Indigenous People's Day

November 11, 2024 Veteran's Day

November 28, 2024 Thanksgiving Day

November 29, 2024 Day After Thanksgiving

December 25, 2024 Christmas Day

(One) Floating Holiday

Resolution # ____-2024 Town E-Mail Accounts

RESOLVED, the Town Board has official e-mail accounts for all Town employees and elected officials for use in their official capacities. These e-mail accounts will be connected to our official website domain, townofenfield.org. Ownership of and access to these communications will be with the Town of Enfield. All employees and elected officials will set up accounts and use their account for Town business after it is set up for as long as they work for or serve the Town of Enfield.

Resolution # ____-2024 Official Newspaper

RESOLVED, The Ithaca Journal, a newspaper regularly published and having general circulation in the Town, is hereby designated as the Official Newspaper for the Town of Enfield and;

RESOLVED, the Town will post all Public Notices on the town website at www.townofenfield.org

Resolution # ____-2024 Code of Ethics

RESOLVED, all Public Officials, appointees, and employees for the Town of Enfield are subject to the Code of Ethics as adopted by the Town which is written in the Policies and Procedures Manual in the Employee Handbook.

Resolution # ____-2024 Records Access Officer

RESOLVED, that the Town Clerk Mary Cornell, shall be appointed as the Town's Record Access Officer and;

RESOLVED, that the Town Clerk will serve as the person who receives all FOIL requests.

Resolution # ____-2024 Deputy Town Supervisor – salary at \$5,150/year, paid monthly

RESOLVED, the Town Board establishes the Office of Deputy Supervisor to act for and in place of the Supervisor in his/her absence

RESOLVED, the Town Supervisor appoints Greg Hutnik to fill this position

Resolution # ____-2024 Deputy Highway Superintendent – \$1.00 differential to current hourly wage, paid bi-weekly

RESOLVED, the Town Board establishes the Office of Deputy Highway Superintendent to act for and in place of the Highway Superintendent in his absence, and further

RESOLVED, the Highway Superintendent appoints Brandon McGee to fill this position.

Resolution # ____-2024 Town Custodian– salary of \$6,313.00/year, paid monthly

RESOLVED, the Town Board appoints Pat Baker fill this position until further notice.

Resolution # ____-2024 Planning Board Clerk – no additional salary

RESOLVED, the Town Board establishes the Office of Planning Board Clerk to act as the secretary for the Planning Board, to keep minutes and schedule meetings and other support functions the Board may need or require and;

RESOLVED, the Town Clerk will complete or delegate these duties.

Resolution # ____-2024 Code Enforcement Officer – salary at \$32,096.00/year, paid monthly
RESOLVED, the Town Board appoints Alan Teeter to fill the position of Code Enforcement Officer.

Resolution # ____-2024 Deputy Town Clerk – salary at \$11,330.00/year, paid biweekly
RESOLVED, the Town Clerk appoints Laura Norman

Resolution # ____-2024 Second Deputy Town Clerk \$25 hr/paid bi-weekly/hrs to be determined

RESOLVED, the Town Clerk appoints Alice Linton

Resolution # ____-2024 Tax Collector- salary at \$2,573.00/year, paid biweekly

RESOLVED, the Town Board establishes the position of the Tax Collector and;

RESOLVED, the Town Clerk will complete or delegate the duties the Tax Collector.

Resolution # ____-2024 Deputy Tax Collector- no additional salary

RESOLVED, the Town Board establishes the position of the Deputy Tax Collector and;

RESOLVED, the Town Clerk appoints Laura Norman to this position

Resolution # ____-2024 Town Bookkeeper – salary at \$15,450.00/year, paid monthly

RESOLVED, the Supervisor is hereby authorized to designate a Town Bookkeeper, and further

RESOLVED, the Supervisor is authorized to list the Bookkeeper on the Town Security Insurance Policy, and further

RESOLVED, the Supervisor appoints Blix Taetzsch to fill this position.

Resolution # ____-2024 Court Clerk – salary at \$15,000.00/year, paid biweekly

RESOLVED, the Town Justice appoints Angela Champion

Resolution # ____ -2024 Establishing Position of Maintenance for Buildings and Grounds

RESOLVED, the Town Board establishes the position of Enfield Buildings and Grounds Personnel – at \$18.91 per hour/paid bi-weekly/hours to be determined

RESOLVED, the Town Board authorizes the Supervisor to advertise and fill this position.

Resolution # ____ -2024 Public Officials/Town Employees Pay Schedule

RESOLVED, the following salaries and pay schedule for all Town Officials and employees, is approved for 2021:

- Town Supervisor - \$26,265.00/year; paid monthly
- Town Councilpersons - \$3,782.00 each/year; paid quarterly
- Town Clerk - \$34,178.00/year; paid bi-weekly
- Town Justice - \$15,000.00/year; paid bi-weekly
- Highway Superintendent - \$75,264.00/year; paid monthly
- Motor Equipment Operator – Hiring rate - \$23.00/ hour; after 60 days, rate will be increased to the working rate \$24.00/hour. Pay rate may increase yearly with Town Board approval as requested by the Highway Superintendent.
- Part time and seasonal Highway employees will have a hire rate of \$20.00/hr. or as determined by the Highway Superintendent.
- Merit Increases – An employee may receive a pay increase based upon the employee’s past performance. The merit increase will be granted at the discretion of the Town Board.

Resolution # ____ -2024 Management of Town Website, Emails, and Hosting

WHEREAS the Town of Enfield utilizes the town website for most communications and information presentation to the public, and;

WHEREAS the Town of Enfield utilizes designated town email addresses for communication with the public and within the offices of the Town, and;

WHEREAS the Town of Enfield purchases and manages a hosting service for website and email management and hosting, and;

RESOLVED, these tasks will be managed and delegated under the office of Town Board.

Resolution # _____-2024 - Town Board Advisory Committee/Position Appointments

RESOLVED, the Town Board hereby makes the following Advisory Committee/Position Appointments:

Environmental Management Council- Stephanie Redmond

Enfield Community Council- Ann Rider/ Councilperson Robert Lynch

Tompkins County Youth Board- Lisa Monroe

Food Pantry- Jean Owens

Cayuga Lake Watershed IO- Stephanie Redmond

Cemetery Committee- Councilperson Cassandra Hinkle and Councilperson Robert Lynch

Water Protection Committee- Nancy Spero

Town Historian- Susan Thompson

Recreation Partnership- Councilperson Cassandra Hinkle

Planning Board- Chair: Dan Walker; Ann Chaffee; Richard Teeter; Henry Hansteen; Mike Carpenter; Alternates: Greg Hutnik

Tompkins County Council of Governments-Councilperson Robert Lynch, Alternate: Supervisor Stephanie Redmond

Ithaca Tompkins Transportation Council- Supervisor Stephanie Redmond

Greater Tompkins Area Health Insurance Consortium- Supervisor Stephanie Redmond

Cayuga Lake Inter-Municipal Organization- Supervisor Stephanie Redmond

Resolution # _____-2024 Advisory Committee Appointments

Resolved the Town Board makes the following appointments, to be renewed annually

- **Renewable Energy Advisory Committee**- Supervisor Stephanie Redmond, Councilperson Jude Lemke, Planning Board Chair Dan Walker; Residents: Mimi Mehaffey, Mike Carpenter, and Marcus Gingrich
- **Water Protection Committee** - Stephanie Redmond, Nancy Spero, Harry Stewart, Alan Teeter, Becky Sims, Dan Walker, Marcie Finlay, Julie Schroeder, Jude Lemke, Tom Joyce, Briana Joan Binkerd-Dale, Sachem Samuel George, Peter Penniman, Devon VanNoble
- **Park Committee** - Greg Hutnik, Cassandra Hinkle, Eric Carter, Joseph Pharoah
- **Celebration Committee** - Isabel Castillo, Cassandra Hinkle, Stephanie Redmond, Deb Teeter, CM Makenzie, Ellen Woods, Carol Baker

- **Sustainability Committee** – Stephanie Redmond, Cassandra Hinkle, Karen Friedeborn, John Friedeborn, Erik Hudson, Nancy Spero, Harry Eaton Stewart, Kathleen Pasetty, Martha Fischer

Resolution #_____ -2024 Approval of 284 Highway Agreement

RESOLVED the Town Board approves the 284 Highway Agreement